

Approved For Release 2000/08/31 : CIA-RDP79-00498A000700110012-9

30 July 1977

MEMORANDUM FOR: Director of Training
FROM : Chief, Management and Assessment Staff
SUBJECT : ADMAG Recommended Objective for FY 1977

1. In response to our request, ADMAG has suggested as a FY 1977 objective "Obtain college accreditation for selected Agency training courses by the end of fiscal year 1977". Attached is ADMAG's detailed proposal.

STATINTL 2. It will be appreciated if you will review the proposal and give us your observation and recommendation.



Attachment:
a/s

Distribution:

Orig & 1 - DTR w/att
1 - ADMAG w/att
1 - DDA Subj w/att
1 - DDA Chrono w/att
✓ 1 - C/MAS Chrono w/att
C/MAS: [redacted] bja(30 July 1976)

STATINTL

DDA OBJECTIVES

1. College Accreditation for Selected Agency Training Courses.

1. Objective

Obtain college accreditation for selected Agency training courses by end of fiscal year 1977. OTR, OC, ODP, and possibly other offices within the DDA offer courses that are similar to college curriculum. The prospect of receiving accreditation would be further incentive for employees to avail themselves of these Agency sponsored courses

2. Milestones and Goals

- a. 1 January 1977. Identify specific courses and colleges that would lend themselves to accreditation.
- b. 1 March 1977. Make training revisions that would make courses acceptable for accreditation.
- c. 1 April 1977. Resolve security and cover problems satisfactorily to make accreditation available to employees who are under cover.
- d. 1 July 1977. Design measures to provide accreditation for employees who have previously participated in the selected training courses.

3. Means of Measurement

December 1977. Compare statistics of employee applications/enrollment to these selected courses with past records of applications/enrollment; make similar comparisons of non-selected non-accredited courses; also, compile statistics of percentage of past select-course attendees who apply for accreditation. Any significant increase in employee accreditation applications, applications to these selected courses in comparison to past records of enrollment, and application to accredited courses over non-accredited courses would indicate that accreditation enhances employee interest in Agency sponsored training courses.

SECRET

12 July 1976

MEMORANDUM FOR: Chairman, ADMAG

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Chief, Plans Staff, DDA

Bill

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1. This will confirm my request through you for the following ADMAG contributions:

a. Suggestion(s) for consideration as Directorate objectives for FY 1977. Action is now underway in each of the offices to identify objectives for FY 1977. The DD/A has scheduled meetings with each of the Office Directors 17 August through 15 September and anticipates final selection and approval of objectives by 24 September 1976. To provide time for adequate review and for consideration, as appropriate, at any one of the office meetings, please forward your suggestions by 13 August.

b. An article for DDA EXCHANGE. The subject of the article is your choice. You may want to write about how ADMAG functions, what ADMAG sees as its objectives for the coming year; or a subject that ADMAG deems of key importance to the Directorate. A group picture of ADMAG should accompany the article. Please let me know when you can assemble all your members and I will arrange for a photographer to be there. The next issue is scheduled for distribution 1 October with deadline for manuscript submission to PS/DDA 3 September.

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2. If you have any questions, please give me (ext. 5003) or [REDACTED] a call.

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Attachments

8 - Management by Objectives in the Directorate of Administration dated 1 March 1976

8 - DDA EXCHANGE, July 1976

2 IMPDET CL BY: 000287

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